

How to Configure Eudora Email Account for Macintosh Users

Please follow the steps below to set up your email account for Eudora Macintosh version 5.0.

1. Go to **Special** menu and select **Settings**. The following window will display:

Settings

Checking Mail

Username:

Mail Server:

Sending Mail

Real Name:

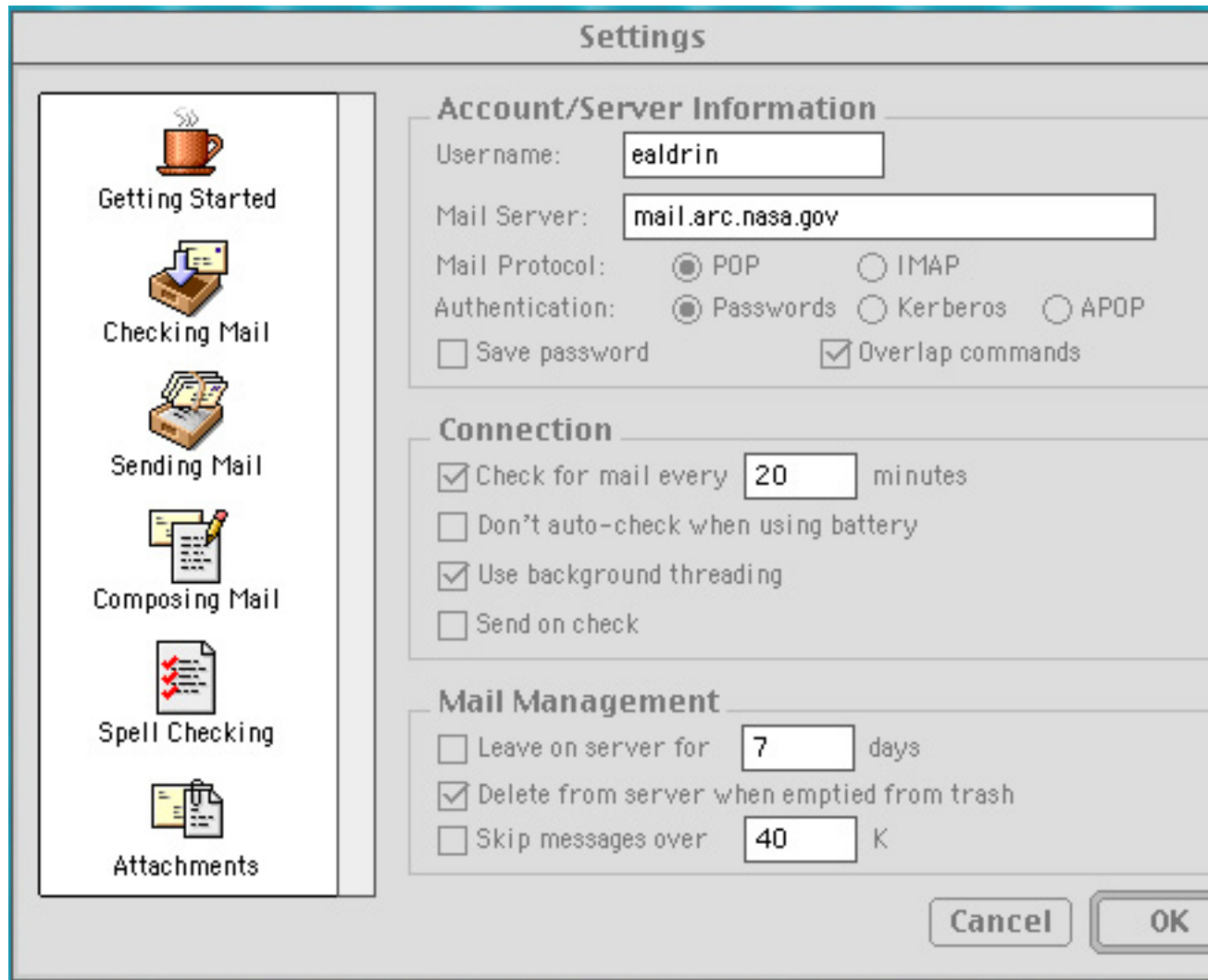
SMTP Server:
(You only need to fill this in if it's different from your Mail Server above.)

Return Address:
(You only need to fill this in if it's different from Username@MailServer.)

Cancel OK

- Enter the username that was provided to you by the Email Support Staff in the User name box.
- Enter **mail.arc.nasa.gov** in the Mail Server box.
- Enter **your name** in the Real Name box.
- Enter **mail.arc.nasa.gov** in the SMTP Server box.
- Enter **your unique Email address** in the Return Address box.

2. Click the Checking Mail icon on the left hand column. The following window will display:



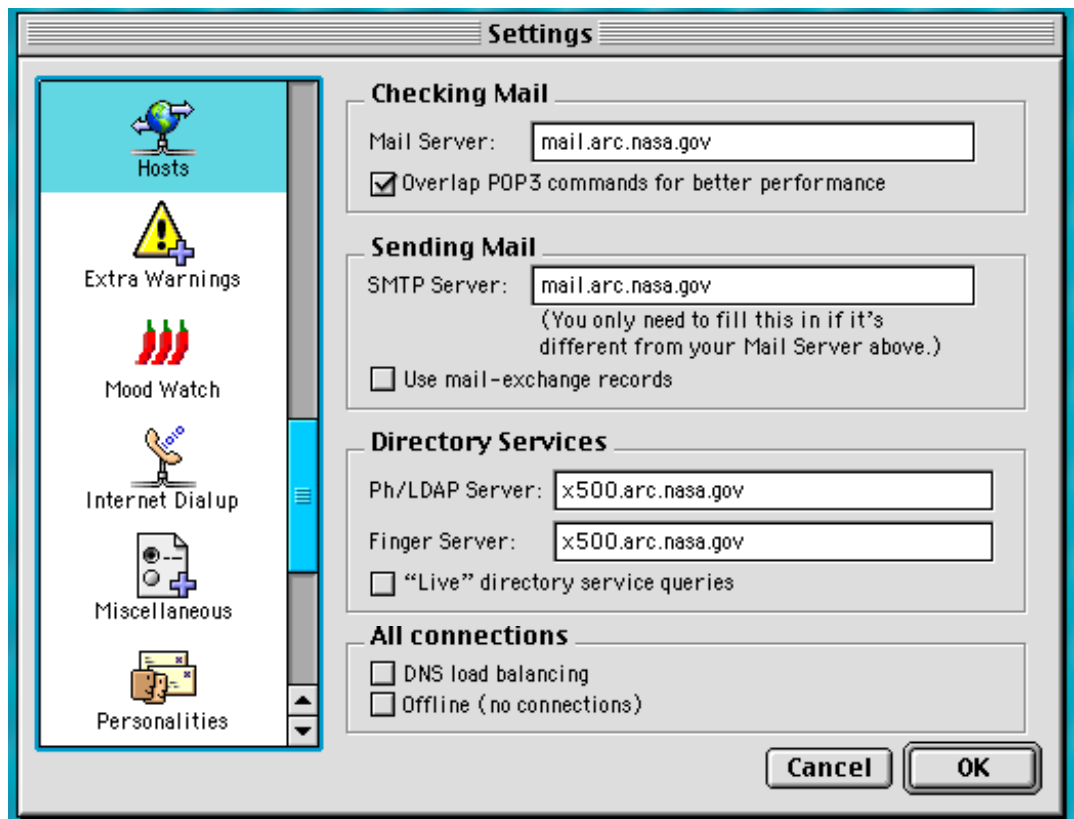
- Enter **the username provided to you by the Email Support Staff** in the User name box.
- Enter **mail.arc.nasa.gov** in the Mail Server box.
- Select **POP** radio button as the Mail Protocol. Do not modify the other default settings.
- Per Email Policy, enter **20 minutes or longer time interval** in the Check for mail box.
- Leave the rest of the default setting as is. Do not modify the other settings.
- Click the **OK** button, then click the **Check Mail/F4** icon on the toolbar as below.



- Eudora will prompt you for a password. Enter the password that was given to you by the Email Support Group. Eudora will now check for your new mail. If you have any new incoming email messages, they will be displayed in your **In** box.

In addition to the above settings, you also need to configure the x500 server information to enable you to use the Eudora Directory Service feature and search for all employees in the Ames or NASA x500 Directory databases.

3. Scroll down the left column and select the **Hosts** icon, as illustrated in the shaded area below.



- Enter **mail.arc.nasa.gov** in the Mail Server box.
- Enter **mail.arc.nasa.gov** in the SMTP Server box.
- Enter **x500.arc.nasa.gov** in the Ph/LDAP Server and Finger Server boxes.
- Do not modify the other default settings.
- Click the OK button.

